



## State of Nevada – Department Of Personnel

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
STATE EPIDEMIOLOGIST	42	A	10.503

The State Epidemiologist works under limited administrative direction in the management of statewide programs for disease control, intervention services and coordination of epidemiological investigations and surveys.

Plan, organize, direct and control the state's communicable disease and chronic disease control programs which include State Immunization, Perinatal Hepatitis B Prevention, Tuberculosis Control, Refugee Health, General Communicable Disease Surveillance, Sexually Transmitted Diseases, HIV/AIDS, Tobacco Control, Statewide Cancer Registry, and Breast and Cervical Cancer Prevention and Control; develop goals and objectives for each program; monitor each program's activities; evaluate the effectiveness of each program and implement changes as required.

Provide consultation to staff, health districts, community health programs, other health care providers, legislators, State Board of Health and the public on epidemiology and communicable and chronic disease control programs; conduct research, prepare and present lectures and informal talks, and assist health care providers in making decisions involving communicable and chronic diseases.

Develop, justify and maintain the bureau's budget by conducting needs assessments and analyzing existing resources; justify requests with statistics and stated goals; testify as appropriate; monitor budgetary activity to ensure that the bureau programs stay within allotted funding levels.

Supervise subordinate professional staff by assigning and reviewing work, providing training, preparing performance evaluations and recommending disciplinary action as necessary.

Oversee the grant development and monitoring process including the preparation of reports to granting agencies; promulgate and revise bureau regulations; develop proposals for changes in State and federal legislation which affect disease control programs; oversee data management; communicate with the media on epidemiological and communicable and chronic disease issues.

Coordinate surveillance and investigation activities among state, federal, and local agencies; design, conduct and analyze data from epidemiologic investigations.

Perform related duties as assigned.

\*\*\*\*\*

### MINIMUM QUALIFICATIONS

**EDUCATION AND EXPERIENCE:** Doctoral degree in medicine, public health, epidemiology, veterinary medicine, or closely related field and three years professional experience in a public health environment which involved coordinating epidemiological investigations and surveys; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Knowledge of:** communicable and chronic diseases and public health practices as related to communicable and chronic disease control and intervention services; supervisory principles and practices. **Ability to:** design and conduct valid studies of communicable and chronic disease problems; extract and analyze communicable and chronic disease data essential for developing disease control programs; write technical reports which are suitable for publication in professional journals; make oral group presentations to provide information or explain procedures, policies, disease control and eradication programs to staff, health districts, health care providers, and the public; compute ratios, rates and percentages to determine incidence rates, prevalence rates, attack rates and

risks for communicable and chronic disease; negotiate, exchange ideas, information and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions or solutions; establish and maintain cooperative working relationships with staff, health districts, health care providers, funding agencies and the public; perceive and define cause and effect relationships in determining the source of communicable disease and risk factors for chronic diseases; work effectively with frequent interruptions and/or distractions; adjust priorities as circumstances dictate; work independently; make appropriate decisions following established policies, procedures and past precedence; identify emergency situations and take appropriate action; write grants; operate a personal computer and use appropriate epidemiological, word processing, planning, statistical, health information and program management software.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Knowledge of:** state and federal laws and procedures pertaining to communicable and chronic disease programs.

**Ability to:** administer communicable and chronic disease control programs; interpret state and federal regulations related to communicable and chronic disease; communicate with the news media; perform routine statistical computations such as correlation coefficient, T-tests, chi squares and analysis of variance to analyze data from field studies and evaluate disease programs; develop, justify and manage the bureau budget.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

10.503

ESTABLISHED:	7/1//91R 12/18/91UC
REVISED:	7/1/93LG
REVISED:	7/1/97P 9/19/96PC